



AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

August 2007

#17

CALENDAR FOR FALL 2007 TESTING

August 6-10, 2007	Receive online ordering letter from CTB
August 13-24, 2007	Online ordering for Fall 2007 AIMS HS test materials
August 13-31, 2007	Register for Fall 2007 AIMS HS Pre-Test Workshop
Aug. 13 – Sept. 7, 2007	Register for <i>Your Study Guide</i> Workshop (optional)
August 15, 2007	Test Coordinator Info. Sheet Due
August 15 & 21, 2007	Online Ordering Training Demos
September 11, 2007	Label Data extracted from SAIS
September 20, 2007	Fall 2007 AIMS HS Pre-Test Workshop – Flagstaff (AM, PM) <i>Your Study Guide</i> Workshop Flagstaff (AM, PM)
September 24, 2007	Fall 2007 AIMS HS Pre-Test Workshop – Tucson (PM) <i>Your Study Guide</i> Workshop Tucson (AM)
September 26, 2007	Fall 2007 AIMS HS Pre-Test Workshop – Phoenix (AM, PM) <i>Your Study Guide</i> Workshop Phoenix (AM, PM)
October 5, 2007	Fall 2007 Test Security Agreement due
October 10-12, 2007	1 st delivery window for AIMS HS test materials
October 15-17, 2007	2 nd delivery window for AIMS HS test materials
October 18-22, 2007	AIMS HS - Short-Add Window
October 30, 2007 (AM)	AIMS HS - WRITING
October 31, 2007	AIMS HS - READING
November 1, 2007	AIMS HS - MATHEMATICS
November 5-8, 2007	Test Material Return Window
December 14, 2007	Fall 2007 AIMS HS test reports due in districts

TEST COORDINATORS CHECKLIST

All District Test Coordinators

- ✓ Update Test Coordinator Information Sheet
Due August 15

District Test Coordinators participating in Fall Testing

- ✓ Participate in online enrollment (optional)
August 15 or 21 for live training
August 13-24 for prerecorded training
- ✓ Order testing materials online
August 13-24
- ✓ Register for Fall 2007 AIMS HS pretest workshop
August 13-31
- ✓ Register for *Your Study Guide* Workshop (optional)
August 13-September 7

TEST COORDINATOR INFORMATION SHEET

State Board of Education Rule R7-2-310 identifies the superintendent or head of district as the person responsible for coordinating state testing within the district/school. However, this same rule allows the superintendent or head of district to designate a test coordinator to act on his/her behalf.

So that the ADE Assessment Section can communicate effectively with the district test coordinator, every school district, charter operator, BIA line office, and private school that has opted to offer AIMS testing is required to submit a Test Coordinator Information Sheet every year. A Test Coordinator Sheet is required even if the superintendent or head of district is serving as the district test coordinator.

The person named on this information sheet will serve as the test coordinator for all schools within the district, under the same charter, served by the line office, or operated by the same governing body. This person will be referred to as the “district test coordinator” even if serving as coordinator for a charter operator, a BIA line office, or private school. The designated district test coordinator is expected to serve in this role for the entire school year.

District test coordinators are required to attend a Pre-Test Workshop in January. If high school is included in the district or charter, then the district test coordinator is also required to attend a Pre-Test Workshop in September. If the district test coordinator, as designated on this sheet, is unable to attend a Pre-Test Workshop, the only acceptable substitute is the district superintendent or charter representative.

A copy of the Test Coordinator Information Sheet can be found on the last page of this AIMS Update. For districts with any of Grades 3 through 8, the AIMS DPA testing schedule must be included on the Test Coordinator Information Sheet. See page 4 for guidance in scheduling AIMS DPA.

FALL 2007 AIMS HS TESTING

Online Ordering Letter from CTB/McGraw-Hill

CTB/ McGraw-Hill sent a letter to all district test coordinators via both US Mail and email with instructions for online ordering of Fall 2007 AIMS HS test materials.

If you have not received your online ordering letter by August 10, please contact the CTB Arizona Help Desk at (888) 630-9145 or ArizonaHelpDesk@ctb.com.

Online Ordering of Test Materials

District test coordinators, for districts serving students in cohorts 2009, 2008, or 2007 and below (generally, students in grades 11 or 12), must order Fall 2007 AIMS HS test materials during the online ordering window of August 13–24, 2007. District test coordinators will be able to confirm or correct shipping/contact information and select a delivery window during online ordering. Both live training sessions and prerecorded training sessions on how to use the CTB/McGraw-Hill online ordering system are available. Please see your online ordering letter for details.

For Fall 2007, district test coordinators will be placing orders for three separate test books (Writing, Reading, and Mathematics) and will be placing orders for a single combined answer document. Both test book orders and answer document orders will be placed by cohort.

For each **test book** (Writing, Reading, and Mathematics), place an order, by cohort, for the **total number of students testing in that content area**. The total number of students testing for a content area is based upon the number of students who have not yet “Met the Standard” for that content area plus the number of proficient students who have signed-up to retest in that content area. **Students who intend to re-test in order to “Exceed the Standard” must sign-up to do so prior to the ordering of materials.**

Orders for large print or Braille should be placed for only those students whose IEP or 504 plan calls for that format.

For the single combined **answer document**, place an order, by cohort, for **the total number of students participating in the Fall 2007 AIMS HS test**. The Fall 2007 AIMS HS answer document includes all three content areas. Regardless of the number of content areas tested, each student participating in the Fall 2007 AIMS HS test administration will use only one answer document. See the online ordering letter for more guidance on ordering Fall 2007 answer documents.

Even if the total number of students who will be participating in the Fall 2007 AIMS HS test administration is not finalized by August 24, place an online order with your best estimate for the number of test books and answer documents needed. Additional materials can be ordered during the short-add window.

Do not wait until the short-add window to place an initial order for Fall 2007 AIMS HS. Schools that intend to participate in the Fall 2007 AIMS HS test administration, but do not place an order during the online ordering window, will not receive student barcode labels and may not receive their test results on time.

Fall 2007 AIMS HS Pre-Test Workshops

Since 2001, the State Board of Education has made attendance at pre-test workshops mandatory. Every district, charter operator, BIA line office, and private school serving students in cohorts 2009, 2008, or 2007 and below (generally grades 11 or 12) must send the designated district test coordinator to one of the Fall 2007 AIMS HS Pre-Test Workshops. Participation in the pre-test workshops is limited to the designated district test coordinator and one guest.

Fall 2007 AIMS HS Pre-Test Workshops are scheduled as follows:

9/20 (Flagstaff)	9:00 AM– 12:00 NOON
9/20 (Flagstaff)	1:00 PM– 4:00 PM
9/24 (Tucson)	1:00 PM– 4:00 PM
9/26 (Phoenix)	9:00 AM– 12:00 NOON
9/26 (Phoenix)	1:00 PM– 4:00 PM

Refreshments will be served 30 minutes prior to the start of each session.

Registration for these workshops is available online at www.ade.az.gov from August 13–31, 2007. Click on the calendar link in the lower right-hand corner of the homepage and choose your desired date on the calendar registration application. **Registration must be completed by August 31, 2007.**

Workshops for Arizona’s Personalized *Your Study Guide*

Students who have not met the standard on the AIMS HS will receive a personalized *Your Study Guide* again this fall and spring. Also, Grade 9 students will receive a *Your Study Guide* based on their spring performance on the Grade 8 AIMS DPA.

The Grow Network will be offering workshops to help schools make the best use of the personalized study guides. These study guide workshops will be located in the same place as the pre-test workshops. District test coordinators can attend both a pre-test workshop and a study guide workshop on the same day. Or, district test coordinators can attend the pre-test workshop while school level study guide coordinators attend the study guide workshop. The study guide workshops do not have the same restrictions regarding who can attend as the pre-test workshops do.

Your Study Guide workshops are scheduled as follows:

9/20 (Flagstaff)	9:00 AM– 12:00 NOON
9/20 (Flagstaff)	1:00 PM– 4:00 PM
9/24 (Tucson)	9:00 AM– 12:00 NOON
9/26 (Phoenix)	9:00 AM– 12:00 NOON
9/26 (Phoenix)	1:00 PM– 4:00 PM

Refreshments will be served 30 minutes prior to the start of each session.

To register for an optional *Your Study Guide* workshop, please contact Andrea Risotto at (212) 904-6179 or arisotto@grow.net by **September 7, 2007**.

Testing Accommodations

The document, *Testing Accommodations: Guidelines for 2007-2008*, is in the final stages of revision. The final document will be posted on the test coordinator web page by the end of August. An AIMS Alert email will be sent announcing that *Testing Accommodations: Guidelines for 2007-2008* has been posted.

There are significant changes in this year's guidelines.

Please review the new guidelines prior to the Fall 2007 AIMS HS test administration.

Timing of AIMS HS Writing

For Fall 2007, the timing of the administration of the AIMS HS Writing test will be greatly restricted. Schools must schedule the administration of the AIMS HS Writing test for the morning of the test date. **The administration of the AIMS HS Writing test may not begin before 7:30 AM and must begin by 10:00 AM.** Students may not be dismissed from the testing room prior to 10:00 AM. Students may not have access to any electronic devices, including cell phones, from the time they enter the testing room until dismissed. **Students will not be permitted to start the test after 10:00 AM regardless of what time the student arrived at school or what time the student normally attends school.**

These restrictions are in reaction to the growing number of high school students who have learned of the prompt prior to testing. While these new restrictions complicate the test schedule for schools and districts, the goal is to provide a fair test for all high school students.

Non-Enrolled Students

Home schooled and private schooled students are permitted to participate in the AIMS HS test administration at **any** public high school. However, district schools are required to accommodate the request of a home school student or a private school student to participate in AIMS testing if the student lives within the school's attendance area. See the August 2005 AIMS Update for additional guidance regarding the participation of home schooled and private schooled students in AIMS testing in public schools.

Completers, those students who have completed all course work for graduation but have not graduated due to the AIMS requirement, may also register to take AIMS at the school that will award their diploma. High schools are expected to accommodate the requests of their own completers to participate in AIMS HS testing.

Revisions to the State University Tuition Waiver

Beginning with students graduating in 2009, only AIMS HS results from a student's sophomore and junior year will be considered when determining eligibility for the High Honors Tuition Waiver. This means that students will need to "Exceed" on AIMS during their sophomore or junior year to qualify. Please notify parents in writing regarding the procedures for signing up to re-test on AIMS HS in an effort to "Exceed" and the reason why a student may wish to do so. This notification may be included in a regular mailing or newsletter. It is not necessary to create a special mailing for this purpose.

Requests to Test on Alternate Dates

High schools that will not be in session during the scheduled Fall 2007 AIMS HS testing dates of October 30, October 31, and November 1 are required to request permission to test on alternate test dates. This request should be made **prior** to the beginning of the 2007-2008 school year or as soon after the beginning of the school year as possible. Submit requests to

Irene Hunting, Director of State Test Administration
ADE Assessment Section
1535 W. Jefferson St, Bin #6
Phoenix, AZ 85007

Request must be submitted on official district/school letterhead, signed by the superintendent or charter representative, and include a copy of the official 2007-2008 school calendar.

AIMS Augmentation Update

The state statute authorizing AIMS augmentation is set for automatic repeal on January 1, 2008. AIMS Augmentation is available to students who receive a diploma dated in 2007. For students with diplomas dated in 2008, AIMS Augmentation is not an option. So, students completing their high school course work in 2008 and later must pass all three content areas of AIMS HS in order to graduate.

The state statute that exempts students with IEPs and 504 plans from the AIMS graduation requirement remains in place. The state statute that authorizes AIMS Reciprocity remains in place.

ARIZONA NAEP TESTING FOR 2007-2008

National Assessment of Educational Progress (NAEP) will be conducting national tests this year, as well as, field testing items in mathematics, reading, and science in the state of Arizona. The Long-Term Trend assessment will run from October 2007 through May 2008. The test window for the NAEP Arts assessment is from January 28 through March 7, 2008 during which time field tests for test items in various subject areas will be conducted.

Arizona will have a total of 80 schools involved with NAEP this year. All of the schools and school districts are aware of their selection and test date. We ask that district test coordinators encourage their students to take the NAEP seriously. Even though the state of Arizona will not receive state results from the upcoming test year, education policymakers are influenced by NAEP results thereby affecting all public schools across the nation.

If you have any questions regarding NAEP please call our NAEP State Coordinator, Carrie Giovannone, at (602) 364-1583.

WELCOME TO THE NEW STATE TEST COORDINATOR

The Assessment Section is pleased to welcome our newest member, Mary Pat Wood. Mary Pat is the new State Test Coordinator. She comes to ADE with years of experience as the district test coordinator for a large metro Phoenix school district.

You will get to meet Mary Pat at the Fall 2007 Pre-Test Workshops or at the Spring 2008 Pre-Test Workshops. In the meantime, you may direct your testing questions to her. She can be reached at (602) 542-5345 or at MaryPat.Wood@azed.gov.

PREVIEW OF SPRING 2008 TESTING

Nov. 19 – Dec. 17, 2007	Register for Mandatory Spring 2008 Pre-Test Workshops
December 3-17, 2007	Online Ordering for Spring 2008 AIMS HS, AIMS DPA, and <i>TerraNova</i>
January 14-28, 2007	Spring 2008 Pre-Test Workshops

AIMS DPA SCHEDULING

Each district and charter must report their scheduled AIMS DPA test dates on their Test Coordinator Information Sheet. Use the following guidelines for scheduling AIMS DPA testing:

- It is preferred that all **schools** within the same district or charter test on the exact same dates. When that is not possible, then all **grades** within the same district or charter must schedule testing for the exact same dates.
- All AIMS DPA testing must occur within the test window of April 7 – 18, 2008.
- Day 1 of testing (Writing) must be scheduled no later than April 9.
- Days 2, 3, and 4 of testing (Reading and Mathematics) must follow in order but not necessarily on consecutive days.
- Day 4 of testing must be scheduled no later than April 16.
- Day 5 of testing (Science) is to be scheduled after Day 4 but no later than April 17.
- Make-up testing is to be scheduled as needed, but all make-up testing must be completed by April 18.

For Grade 4 and Grade 8, the AIMS Science test will be administered as Day 5 of the AIMS DPA test. Day 5 is to be scheduled after Day 4 but no later than April 17. All schools within a district or charter must schedule Day 5 on the same date.

WHO TESTS ON AIMS SCIENCE?

Students in Grade 4, Grade 8, or in high school will participate in AIMS Science testing as described below.

Grade 4 and Grade 8

All students in Grade 4 and all students in Grade 8 will participate in AIMS Science testing with the exception of those who participate in AIMS-A testing.

High School

The AIMS HS Science test is a life sciences test designed for tenth grade students. However, ninth grade students who are enrolled in a life sciences course may participate in the AIMS HS Science test. Students are not required to pass the AIMS HS Science test in order to graduate from high school.

In Spring 2008, all cohort 11 students (generally ninth graders) who are enrolled in a life science course and all cohort 10 students (generally tenth graders) who are enrolled in a life science course will participate in the AIMS HS Science test. AIMS HS Science will be administered on Wednesday, April 9th only. There is no make-up date scheduled for Spring 2008.

INVITATION TO SERVE ON AIMS COMMITTEES

Teachers, literacy coaches, mathematics coaches, and curriculum coordinators may go to the link below and complete an online application to be a part of AIMS development. Arizona is fortunate to offer a teacher-developed assessment to students. This is only possible because of the educators in the state who give their time and expertise in serving on the various committees. Language arts (reading and writing), mathematics, and science educators are eligible to apply.

<http://www.ade.az.gov/standards/contentstandards.asp>

Scroll to the bottom of the page; click on the *AIMS Committee Application* link.

TEST COORDINATOR WEB PAGE

All Test Coordinators are encouraged to set the following website as a favorite on their school computer:
www.ade.az.gov/standards/aims/administering.

This page, set up specifically for Test Coordinators, contains all the information needed for the administration of the AIMS and *TerraNova* tests. Please contact Mary Pat Wood or Irene Hunting if you would like information added to this web page.

AIMS Update is published every August, November, February, and May for distribution to test coordinators in Arizona schools.

CONTACT INFORMATION

ADE Assessment Section

1535 W. Jefferson St, Bin 6
Phoenix, AZ 85007

Telephone: (602) 542-5031

Fax: (602) 542-5467

Roberta Alley, Deputy Associate Superintendent

Telephone: (602) 364-1164

Email: Roberta.Alley@azed.gov

Irene Hunting, Director of State Test Administration

Telephone: (602) 542-5450

Email: Irene.Hunting@azed.gov

Mary Pat Wood, State Test Coordinator

Telephone: (602) 542-5345

Email: MaryPat.Wood@azed.gov

To add your name to the Test Coordinator's email list or for questions regarding testing, contact Mary Pat Wood.

Test Coordinator Webpage:

www.azed.gov/standards/AIMS/Administering

CTB/McGraw-Hill

Arizona Help Desk

Telephone: (888) 630-9145

FAX: (888) 282-0266

Email: ArizonaHelpDesk@ctb.com

Michelle Paregian, Program Office Coordinator

Telephone: (800) 538-9547 ext 6693

Email: Michelle_Paregian@ctb.com

Regarding the purchase of CTB products contact:

Kelly Powell, Evaluation Consultant

Telephone: (602) 885-1907

Email: Kelly.Powell@ctb.com

Test Coordinator Information Sheet

School Year 2007-2008

State Board of Education Rule R7-2-310 allows the superintendent or head of district to designate a test coordinator to act on his/her behalf. If no test coordinator is designated, the superintendent or head of district will serve as the test coordinator.

The person named on this information sheet will serve as the test coordinator for all schools within the district or for all schools operated under the same charter and is expected to serve in this role for the entire school year. This person will be referred to as the "district test coordinator" even if serving as coordinator for a charter operator. District test coordinators are required to attend a Pre-Test Workshop in January. If high school is included in the district or charter, then the district test coordinator is also required to attend a Pre-Test Workshop in September. If the district test coordinator, as designated on this sheet, is unable to attend a Pre-Test Workshop, the only acceptable substitute is the district superintendent or charter representative.

Name of District or Charter:

_____ District entity # _____

Name of Superintendent or Charter Representative:

Name of District/Charter Operator Test Coordinator:

Mailing address:

Shipping address for test materials (no P.O. Boxes):

Phone number(s) for Test Coordinator:

E-mail address(es) for Test Coordinator:

Identify the Spring 2008 dates for the administration of AIMS DPA:

Day 1: _____ Day 2: _____ Day 3: _____ Day 4: _____ Day 5: _____

I certify that the person named above is authorized to act on my behalf as district test coordinator. I understand, and the person designated above understands, that one of the responsibilities of the district test coordinator is attendance at the Pre-Test Workshops. If the person designated above is unable to attend a Pre-Test Workshop, I will attend in his/her place.

Superintendent/Charter Representative Signature _____

Submit to: Arizona Department of Education
Assessment Section
1535 W. Jefferson St, Bin 6
Phoenix, AZ 85007
FAX: 602.542.5467

Due Date: **August 15, 2007**